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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Final Semi-Annual Report on FOIA Processing

FROM:

William F. Donnelly
Deputy Director for Administration

EXTENSION

NO. DD/A Registry 86-1699

DATE 13 OCT 1986

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Deputy Director of Central Intelligence	20 Oct 86			
2.				
3. Director of Central Intelligence	16 Oct 86	16 OCT 1986		
4.				
5. DDA/EXA	16 OCT 1986	16 Oct		
6.				
7.				
8. DDA Reg.				
9.				
10.				DD/A REGISTRY FILE: 70-3
11.				
12.				
13.				DCI EXEC REG
14.				
15.				

FORM 1-79 610 USE PREVIOUS EDITIONS

STAT

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Final Semi-Annual Report on FOIA Processing

FROM:
Information & Privacy Coordinator

EXTENSION

NO. DD/A Registry 86-1698X

DATE 3 October 1986

STAT
STAT

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1 Deputy Director of Information Services				Attached is our final semi-annual report to Congress with respect to our performance on Freedom of Information Act (FOIA) requests since the passage of the CIA Information Act of 1984.
2.				
3 Director of Information Services				The format of the report follows the reporting requirements spelled out in the Act. It has been coordinated with the Information Review Officers of the four directorates, the Office of the DCI, OGC, OCA, [redacted] and PAO. STAT
4.				
5 Deputy Director for Administration	6 OCT 1986		a	
6.				The report is due in Congress on 15 October 1986. It should be signed prior to your departure on 6 October.
7 Director of Congressional Affairs				[redacted] STAT
8.				
9.				
10.				5. For Signature
11.				7. For Transmittal
12.				DD/A REGISTRY FILE: 70-3
13.				
14.				
15.				

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Central Intelligence Agency

Washington, D.C. 20505

15 OCT 1986

The Honorable Lee H. Hamilton
Chairman
Permanent Select Committee
on Intelligence
House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

The enclosed final report is submitted in compliance with the reporting requirements of the CIA Information Act of 1984. This report--due 15 October 1986--covers the six-month period from 15 March to 14 September 1986. We have also included data illustrating the results of our efforts over the entire two-year period.

This reporting period again showed a significant reduction in our backlog, a considerable improvement in our response time, and successful efforts to further refine our processing system. Although we are now approaching a true workload situation, we expect the downward trend in our backlog to continue as we work toward further improvement in our response time.

Sincerely,

/s/ William F. Donnelly

William F. Donnelly
Deputy Director
for
Administration

Enclosure

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Central Intelligence Agency

Washington, D.C. 20505

1986

The Honorable Jack Brooks
Chairman
Committee on Government Operations
House of Representatives
Washington, DC 20515

Dear Mr. Chairman:

The enclosed final report is submitted in compliance with the reporting requirements of the CIA Information Act of 1984. This report--due 15 October 1986--covers the six-month period from 15 March to 14 September 1986. We have also included data illustrating the results of our efforts over the entire two-year period.

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Sincerely,

ILLEGIB

William F. Donnelly
Deputy Director
for
Administration

Enclosure

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Central Intelligence Agency

Washington, D.C. 20505

The Honorable Strom Thurmond
Chairman
Committee on the Judiciary
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

The enclosed final report is submitted in compliance with the reporting requirements of the CIA Information Act of 1984. This report--due 15 October 1986--covers the six-month period from 15 March to 14 September 1986. We have also included data illustrating the results of our efforts over the entire two-year period.

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William F. Donnelly
Deputy Director
for
Administration

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Central Intelligence Agency

Washington, D.C. 20505

The Honorable Dave Durenberger
Chairman
Select Committee on Intelligence
United States Senate
Washington, DC 20510

Dear Mr. Chairman:

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/s/ William F. Donnelly

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Deputy Director
for
Administration

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Fourth and Final Report on FOIA Processing

This is our fourth and final report required by the CIA Information Act of 1984 on the processing of requests submitted to the Agency under the Freedom of Information Act. We are so proud of our achievements during the past two years that we are taking the liberty of summarizing in this last report our entire two-year effort.

During Congressional considerations of the CIA Information Act, Agency management stressed the importance of the relief sought; in turn, the Agency made rather specific commitments concerning the effort the Agency would make to improve its FOIA processing record, especially to reduce the long-standing backlog and response time. Upon enactment of the CIA Information Act of 1984, our Director of Information Services (D/OIS), as program manager, instituted a series of actions that were aimed at fulfilling the serious commitments made to the Congress. These actions included the appointment of a task force to implement the portion of the Information Act that dealt with designation of operational files by the Director of Central Intelligence and discussions with staffs of both Congressional oversight committees. In addition, an Inter-Directorate Advisory Group was established. Chaired by D/OIS, the group consisted of senior officials from throughout the Agency who carried some program responsibility for FOIA matters. This served the purpose of sharing information as well as ensuring that all participants worked together in fulfilling commitments made to the Congress. The Advisory Group will continue to exist. Other actions included reorganization of the Information-Privacy Division, purchase of additional equipment, and assignment of additional staff.

Our record shows that our backlog has been reduced by 1750 cases. The number of remaining cases received prior to 1980 has been reduced from 178 to 47. Our response time on new cases has improved to the point where many cases are now completed in a matter of weeks, some within a matter of days. We have maintained our manpower commitment to FOIA at the same level as reported in the 1984 annual report, and we have allocated a sizeable expenditure of funds for more up-to-date equipment, which will continue to help us improve our efficiency beyond the required reporting period.

We believe that this final report will demonstrate that the Agency has more than fulfilled its commitment to the Congress, that it has taken very seriously its responsibilities under the law, and that significant progress has been achieved during the past two years. We will work as hard in the future as we have in the past two years to ensure a timely response to requests.

Measures to Improve Processing

Initiatives begun during earlier reporting periods continue in effect throughout the Agency to improve the efficiency of our FOIA processing. Rehired annuitants are being used extensively

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because of their special expertise in various fields, and overtime continues to be used to prevent the development of lengthy processing queues.

In the Coordinator's office, the shelf review of all open cases continues to be productive. This involves a thorough review of each case, a comparison of the file with the information in our data base, corrections to the data base where necessary, and phone calls or memoranda as appropriate to move the case along. The Coordinator's office has also taken over from the Office of Training and Education the running of the FOIA Seminar, our principal vehicle for training of personnel involved in FOIA processing. In addition, the Coordinator's office has begun to provide specially tailored "mini-seminars" for individual components to address their own particular needs. Several problems with the data base used for tracking cases have been identified, and the assistance of programmers has now been obtained to study these problems in an effort to eliminate the need for some manual backup record keeping. For the future, an entirely new, more up-to-date data base is being designed using IBM PCs linked to the mainframe in our computer center.

Outside the Coordinator's office, initiatives toward more efficient processing continue. Within the Directorate of Administration, the Records Management Officers of each component have been designated as the focal point for all searches, and this directorate has been especially forthcoming in helping the Coordinator's office identify components in need of training. An increasing use of word processors has enhanced this directorate's efficiency.

The Directorate of Intelligence has added a full-time clerical to the Information Review Officer's staff, thus speeding up the processing of cases assigned to that directorate.

The Directorate of Operations has instituted a new tracking system for cases assigned to that directorate that gives management personnel a more positive control over cases in process, more flexibility in distributing the workload, and greater ability to project completion dates.

The Directorate of Science and Technology has established a case tracking system using word processors. Cases assigned to that directorate can now be controlled and monitored more efficiently.

The Office of General Counsel has added a full-time staff professional to its FOIA personnel.

Budgetary and Personnel Allocations

As mentioned in the three earlier semi-annual reports, Agency personnel handling Freedom of Information Act (FOIA) requests also process Privacy Act (PA) and Executive Order 12356 Mandatory Review (EO) requests. Budgetary and personnel allocations for FOIA,

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therefore, will again be estimated on the basis of FOIA's percentage of our total workload. FOIA requests received thus far this year have constituted 48% of our workload, while PA and EO requests have made up 52%.

The estimated expenditure for personnel during this reporting period is $1.9 million. This figure is calculated by the same formula used for the 1985 annual report, based on an average professional grade of GS-12/7 and an average non-professional grade of GS-07/6. Since FOIA requests made up 48% of our workload, the estimated personnel expenditure for processing FOIA requests was $.9 million.

During this reporting period, 115 Agency employees were primarily or entirely tasked with processing FOIA/PA/EO requests. Seventy-four of these are full-time staff employees; 18 are part-time staff, and 23 are rehired annuitants working two or three days a week. The number of full-time staff employees is somewhat lower than previously reported, but this is a temporary condition. Vacancy notices are circulating, and the positions will be filled through reassignment of qualified personnel. In the meantime, overtime has been used to keep the work flowing normally and to prevent backups from developing. Thus, even with summer vacations taking their usual large bite out of our manpower input--as is normally reflected at this time of year--our manpower figures converted to manyears is 113. We expect that the yearend figure will be about the same as that reported in the 1984 annual report, 114 manyears. As can be seen from the above, we have kept our commitment to Congress that passage of the CIA Information Act would not result in a reduction of personnel devoted to FOIA processing, and we continue to look for ways of using this manpower more efficiently.

Workload Trends

Despite the fact that incoming requests are increasing, we have been able to maintain a steady decrease in our total backlog. This accomplishment has not gone unnoticed, even at the highest levels of the Agency. Director Casey, himself, recently acknowledged this accomplishment with a congratulatory letter. The downward trend during this reporting period can be seen by the following table:

	15 Mar 86 Backlog	Cases Opened	Cases Closed	14 Sept 86 Backlog	Net Reduction
Total	1514	1556	1786	1284	230
FOIA	877	724	908	693	184

The reduction of open FOIA cases during this six-month period from 877 to 693 represents a decrease of 21% since 15 March 1986, and a total reduction of 65% since October 1984 when the CIA Information Act was passed. A reduction in PA and EO cases has also occurred--a modest 7% for the current reporting period but 45% overall. Since PA and EO cases are not affected by the file

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exemptions permitted under the CIA Information Act, the reduction in these workloads is illustrative of the overall efficiency that has been achieved in processing.

The same table used above, expanded to include the full two year period, shows the workload over those two years and the net result:

	15 Oct 84 Backlog	Cases Opened	Cases Closed	14 Sept 86 Backlog	Net Reduction
Total	3034	5575	7325	1284	1750
FOIA	1967	2664	3938	693	1274

The reduction in our total and FOIA backlog over the two year period represents a 58% overall reduction and a 65% reduction in FOIA cases.

Recapping some of the statistics from our previous reports, the steady reduction of the backlog through the four reporting periods can be seen clearly:

	15 Oct 84	14 Mar 85	14 Sep 85	14 Mar 86	14 Sep 86
Total	3034	2642	2055	1514	1284
FOIA	1967	1638	1266	877	693

We continue to count as a significant success the reduction in the number of open cases received prior to 1980. In October 1984 there were 178 of these (119 FOIA, 58 PA, and 1 EO). We have closed a total of 131, bringing our number of pre-1980 cases to 47 (37 FOIA, 10 PA, and no EO cases). Some of these have been awaiting coordinations from other agencies, and our vigorous efforts to obtain their responses have resulted in the completion of most of the cases awaiting other agency action. Most of the open pre-1980 cases, however, have been stalled by the massive review effort involved. The review of a body of material on a single subject frequently encompasses a number of individual requests. The component most burdened by these massive, complex cases has been assigning additional reviewers to each project as personnel become available, and we hope to get at least one of these projects completed by the end of the year.

Response Time

One principal concern of Congress when considering the passage of the CIA Information Act was that the Act should have some favorable impact on our FOIA response time--and indeed it has had. This reporting period has seen another reduction in the median response time, from 5.7 months as reported in April of this year to 3.4 months. A comparison with our response time as of 15 October 1984 is not possible, since we began our reporting using the mean average. It was at the time of the second semi-annual report that we realized the distortion this method was introducing and began using the median. Our baseline for overall comparison

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is, therefore, the 9.2 months reported in October 1985. The response time of 3.4 months reported above represents a significant reduction in only a year and a half.

Future Prospects

We would like to assure the members of Congress that we have every intention of continuing these efforts, even though the semi-annual reporting required by the Act ends with this report. In fact, looking for better and more expeditious ways of doing our job has become a habit with the personnel involved with FOIA. Although we have not spent any large sums on equipment during this reporting period, we have allocated in excess of $200,000 for this purpose over the past two years. Our future plans include the purchase of "state-of-the-art" data processing equipment for the personnel handling our collection of previously released documents. As this collection grows, it has become increasingly useful in servicing new requests and has been a significant factor in the improvement of our response time. It is because of this collection of material that some requests can now be answered in just a week or two. With the new equipment we are considering, previously released documents could be subjected to a full text search and retrieved more rapidly.

Passage of the CIA Information Act has produced all the beneficial results anticipated during its debate. The public is getting no less information than before, but, with the improvement in our response time, the information is being made available faster. The Agency is no longer burdened with the review of operational files, which were known to contain no releasable information. Finally, we believe the Act has had a favorable impact on our overall collection effort, since our sources of information no longer need fear the inadvertent release of operational information through the FOIA process. We greatly appreciate the consideration Congress showed in enactment of this legislation, and we assure you of our continuing efforts on behalf of the requesting public.

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DC/IPD/ [redacted] (2 October 1986) STAT

Distribution:
Orig - Adse
✓1 - DDA Subject w/report
1 - DDA Chrono w/o
1 - ER w/report
1 - D/OIS Subject w/report
1 - D/OIS Chrono w/o
1 - OCA w/5 cys report
1 - DDA/IRO w/report
1 - DDS&T/IRO w/report
1 - DDI/IRO w/report
1 - [redacted] STAT
1 - IPD Subject w/report
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1986

MEMORANDUM FOR: Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Final Semi-Annual Report on FOIA Processing

Bill:

It is with great pride that I attach for your information a copy of the Agency's fourth and final semi-annual report to Congress on our processing of FOIA requests after the passage of the CIA Information Act of 1984. In this time, we have

- reduced the backlog of cases by 1750 cases or 58% notwithstanding a 15% surge in new cases in 1986;

- reduced the number of pre-1980 cases from 178 to 47;

- reduced the median response time from 9.2 months in October 1985 to 3.4 months at the present time; and

- assumed responsibility for running the Agency's FOIA Seminar and specially tailored mini-seminars for particular offices.

This, I submit, is a classic example of our continuing efforts in pursuit of excellence and we, as an Agency, have every reason to be proud.

STAT

William F. Donnelly

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Recapping some of the statistics from our previous reports, the steady reduction of the backlog through the four reporting periods can be seen clearly:

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is, therefore, the 9.2 months reported in October 1985. The response time of 3.4 months reported above represents a significant reduction in only a year and a half.

Future Prospects

We would like to assure the members of Congress that we have every intention of continuing these efforts, even though the semi-annual reporting required by the Act ends with this report. In fact, looking for better and more expeditious ways of doing our job has become a habit with the personnel involved with FOIA. Although we have not spent any large sums on equipment during this reporting period, we have allocated in excess of $200,000 for this purpose over the past two years. Our future plans include the purchase of "state-of-the-art" data processing equipment for the personnel handling our collection of previously released documents. As this collection grows, it has become increasingly useful in servicing new requests and has been a significant factor in the improvement of our response time. It is because of this collection of material that some requests can now be answered in just a week or two. With the new equipment we are considering, previously released documents could be subjected to a full text search and retrieved more rapidly.

Passage of the CIA Information Act has produced all the beneficial results anticipated during its debate. The public is getting no less information than before, but, with the improvement in our response time, the information is being made available faster. The Agency is no longer burdened with the review of operational files, which were known to contain no releasable information. Finally, we believe the Act has had a favorable impact on our overall collection effort, since our sources of information no longer need fear the inadvertent release of operational information through the FOIA process. We greatly appreciate the consideration Congress showed in enactment of this legislation, and we assure you of our continuing efforts on behalf of the requesting public.

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